Minnesota Department of

Education

2014 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT WORKSHEET

Please complete your report using data/information for January 1, 2014 – December 31, 2014, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2014.

New indicates a data element that is new for 2014.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services to update information in data elements that are .

GENERAL INFORMATION

Data Element	Status
G01/G01m Library Name	Rushford Public Library
G02/G02m Regional System/Sequence Number	S1900
G03/G03m Regional Public Library System	SELCO
G04/G04m Street Address	101 Mill Street N
G05/G05m Location is a change from previous year	No
G06/G06m City	Rushford
G07/G07m ZIP Code	55971
G08/G08m Mailing Address	PO Box 250
G09/G09m City	Rushford
G10/G10m ZIP Code	55971
G11/G11m County	Fillmore
G12/G12m Phone	507-864-7600
G13 Library Web Address	www.rushford.lib.mn.us
G14/G14m Director's Name	Susan Hart
G15/G15m Director's Phone	507-864-7600
G16/G16m Director's Extension	0000
G17/G17m Director's E-mail Address	shart@selco.info

REPORT FILER - CONTACT INFORMATION

Question	Status
G18 Name of Person Who Prepared the Public Library Report	Susan Hart

G19 Phone	507-864-7600
G20 E-mail	shart@selco.info

IMLS ADMINISTRATIVE ENTITY CODES

G21) Interlibrary Relationship Code	ME
G22) Legal Basis Code	CI
G23) Administrative Structure Code	SO
G24) IMLS Public Library Definition	Yes
G25) Geographic Code	CI1
G26) Did the legal service area boundary change?	N

PUBLIC SERVICES INFORMATION

Question	Status
P01/P01m Population of the Legal Service Area	5,258
P02/P02m Registered Users – Residents	1,357
P03/P03m Registered Users – Reciprocal	115
P04/P04m Total Registered Users – Automatic Tally	1,472
P05 Last year Registered User Records Were Purged	2014
P06/P06m Visits	37,763
P07/P07m Reference Transactions	1,298
P08/P08m Annual Public Internet Computer Sessions	4,895
P09/P09m Public Internet Computer Sessions Universe	All computer usage tally
*P10 Wireless Sessions (Optional)	
P11 ILL Provided to Other Libraries	5,122
P12 ILL Received from Other Libraries	2,487

CIRCULATION

Question	Status
P13/P13m Children's Circulation	7,556
P14/P14m Adult Circulation	12,573
P15/P15m Other Physical Media Circulation (No Audience Designation)	10,531
P16/P16m Total Physical Media Circulation	30,660
P17/P17m Downloadable E-books and E-serials Circulation	2,096
P18/P18m Downloadable Audio and Video Circulation	469
P19/P19m Total Downloadable Circulation	2,565
P20 Total Circulation	33,225

PROGRAMS

Question	Status
P21/P21m Children's Programs	48
P22/P22m Young Adult Programs	0
P23m/P23m Adult Programs	12
P24/P24m Total Programs	60

PROGRAM ATTENDANCE

Question	Status
P25/P25m Children's Program Attendance	1,074
P26/P26m Young Adult Program Attendance	0
P27/P27m Adult Program Attendance	123
P28/P28m Total Program Attendance	1,197

PUBLIC SERVICE HOURS

Question	Status
H01m Monday Hours	12 p.m. - 7p.m.
H02m Tuesday Hours	10 a.m. - 7 p.m.
H03m Wednesday Hours	10 a.m. - 6 p.m.
H04m Thursday Hours	10 a.m. - 7 p.m.
H05m Friday Hours	10 .a.m. - 6 p.m.
H06m Saturday Hours	10 a.m. - 2 p.m.
H07m Sunday Hours	CLOSED
H08/08m Number of Public Service Hours in a Regular Week	45
H09/H09m Number of Public Service Hours in a Seasonal Week	0.0
H10/H10m Seasonal Dates	0
H11m Number of Weeks Library is Open	52
H12/H12m Total Public Service Hours per Year	2,233

FACILITIES

Question	Status
F01 Central Libraries	1
F02 Branch Libraries	0
F03 Bookmobiles	0
F04 Supplementary Services	0
F05m Outlet Type Code	CE
F06m Number of Bookmobiles (outlet)	0
F07m Facility Type	M
F08m Square Feet	1,600
F09m Year Built	1922
F10m Latest Year Remodeled	1994
F11m Previous Year(s) Remodeled	0
F12/F12m Staff Internet Computers	3
F13/F13m Public Internet Stationary Computers	7
F14/F14m Public Internet Mobile Devices for On-Site Use	1
F15/F15m Total Number of Public Internet Computers/Devices	8
F16m Fiber Optic to Library Building	No
F17m Category 6 Wiring within Library?	No
F18m Optimum Internet Download Speed for Public Computers	15.1 Mbps - 20.0 Mbps
F19m Typical Internet Download Speed for Public Computers	15.1 Mbps - 20.0 Mbps
F20m Optimum Internet Upload Speed for Public Computers	1.6 Mbps - 4.9 Mbps
F21m Typical Internet Upload Speed for Public Computers	Up to 1.4 Mbps
F22/F22m Number of Outlets with Wi-Fi Available to Public	
F23/Number of Outlets with a Meeting Room	

Question	Status
F23m Meeting Room Available for Public Use	No
F24/F24m Non-Library Sponsored Events	0

ASSISTIVE TECHNOLOGY

Assistive Technology	Status
Magnifier Available?	
Optical Character Reader (OCR) Available?	
Page Turner Available?	
Screen-enlarging Software Available?	
Speech Input or Output (Screen Reader) Available?	
Other?	
Description	

FULL TIME EQUIVALENT STAFF INFORMATION

Question	Status
S01/S01m Total ALA/MLS Librarians	0.00
S02/S02m Total Other Librarians	1.00
S03/S03m Total Librarians	1.00
S04/S04m Total Other Staff	0.80
S05/S05m Total Paid Employees	1.80

PAY RANGES

Question	Status Low Salary	Status High Salary
S06 Regional Director		
S07 Library Director	$14.99	$28.86
S08 Assistant Director	$0.00	$0.00
S09 Branch Manager		
S10 Central Library Manager		
S11 Department Head	$0.00	$0.00
S12 Other Librarian	$0.00	$0.00
S13 Technology Support	$0.00	$0.00
S14 Library Support Staff	$10.00	$13.50
S15 Administrative Support Staff	$0.00	$0.00
S16 Pages	$0.00	$0.00
S17 Do Any Library Staff Belong to a Union?	No	

LIBRARY COLLECTION

Question	Status
C01/C01m Print Materials (Books and Periodicals)	20,686
C02/C02m Audio Materials, Physical	1,863
C03/03m Video Materials, Physical	2,514
C04/C04m Multi-format Materials	63
C05/C05m Other Physical Materials	36
C06/C06m Total Physical Materials	25,162
C07/C07m Print Serial Subscriptions	19

Question	Status
C08/C08m Electronic Serial Subscriptions, Licensed Locally, Downloadable	22
C09 Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0
C10 Total Electronic Serial Subscriptions	22
C11 Electronic Books Licensed Locally	0
C12 Electronic Books Licensed Regionally	10,636
C13 Electronic Books Licensed Statewide	15,191
C14 Total Electronic Books	25,827
C15 Audio Downloadable Units, Licensed Locally	0
C16 Audio Downloadable Units, Licensed Regionally	1,883
C17 Total Audio Downloadable Units	1,883
C18 Video Downloadable Units, Licensed Locally	0
C19 Video Downloadable Units, Licensed Regionally	0
C20 Total Video Downloadable Units	0
C21 Databases Licensed Locally	1
C22 Databases Licensed Regionally	7
C24 Total Licensed Databases, Local/Regional/Other Cooperative Agreement	8
C25 Databases Licensed Statewide	48
C26 Total Licensed Databases	56

POLICIES/PLANS

Question	Status
D01 Strategic Plan	2014
D02 Disaster Plan	None
D03 Policy Manual	2014
D04 Records Retention Schedule	2014
D05 Building Accessibility Plan	None
D06 Technology Plan	2014
D07 Internet Acceptable Use Policy	2014

OUTREACH SERVICES

Question	Status
O01 Adult Basic Education	No
O02 Adult Literacy Organization	No
O03 Early Childhood Organization	No
O04 Correctional Facility	No
O05 Cultural Communities	No
O06 Service to Homebound	Yes
O07 School (K12)	Yes
O08 Senior-Centered Organization	Yes
O09 Workforce Development	Yes
O10 Youth Development Organization	No
O11 Other	0

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2014

Question	Status
I01 Trustee Name	Marie Botcher
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	900 Pine Meadow Lane
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971
I07 Trustee Telephone	507-864-2378
I08 Trustee Term of Office Completion Year	2016
I01 Trustee Name	Nancy Benson
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	513 N High St
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971
I07 Trustee Telephone	507-864-7656
I08 Trustee Term of Office Completion Year	2015
I01 Trustee Name	Ida Mae Bacon
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	45733 N Money Creek
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971
I07 Trustee Telephone	507-864-4029
I08 Trustee Term of Office Completion Year	2016
I01 Trustee Name	Heather Larson
I02 Trustee Board Position	President
I03 Trustee Mailing Address	P O Box 205
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971
I07 Trustee Telephone	507-864-7040
I08 Trustee Term of Office Completion Year	2015
I01 Trustee Name	Andrew Wolter
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	618 Hannover Ct
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971
I07 Trustee Telephone	507-864-2932
I08 Trustee Term of Office Completion Year	2017
I01 Trustee Name	Robert Dahl
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	P O Box 307
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971

I07 Trustee Telephone	507-864-1864
I08 Trustee Term of Office Completion Year	2015
I01 Trustee Name	Anne Spartz
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	501 E Grove St
I04 Trustee Second Mailing Address	
I05 Trustee City	Rushford
I06 Trustee ZIP Code	55971
I07 Trustee Telephone	507-864-3212
I08 Trustee Term of Office Completion Year	2017

LIBRARY FOUNDATION

Question	Status
I09/I09m Does This Library Have a Foundation?	No
I10/I10m Foundation Name	
I11/I11m Foundation President's Name (For 2014)	
I12/I12m Foundation Mailing Address	
I13/I13m Foundation Second Mailing Address	
I14/I14m Foundation City	
I15/I15m Foundation ZIP Code	
I16/I16m Foundation Telephone	

LIBRARY FRIENDS

Question	Status
I17/I17m Does This Library Have a Friends Group?	No
I18/I18m Friends Group Name	
I19/I19m Friends President's Name (For 2014)	
I20/I20m Friends Mailing Address.	
I21/I21m Friends Second Mailing Address	
I22/I22m Friends City	
I23/I23m Friends ZIP Code	
I24/I24m Friends Telephone	

FINANCIAL DATA

OPERATING REVENUE

Question	Status
LOCAL GOVERNMENT	
City	
R01) City Direct	$108,011
R02) City Indirect	$0
R03) City Operating Revenue Total	$108,011
County	
R04) County Direct	$32,725
R05) County Indirect	$0
R06) County Total	$32,725
Other Local Government	
R07) Other Local Government Direct	$0
R08) Other Local Government Indirect	$0

Question	Status
R09) Other Local Government Operating Revenue Total	$0
R10) Total Local Government Operating Revenue	$140,736
STATE	
R11) Arts & Cultural Heritage Fund	$0
R12) Regional Library Basic System Support	$0
R13) Regional Library Telecommunications Aid	$0
R14) Other State	$0
R15) Total State Government Operating Revenue	$0
FEDERAL	
R16) Federal Library Services and Technology Act	$0
R17) Federal Direct	$0
R18) Federal Indirect	$548
R19) Total Federal Operating Revenue	$548
OTHER	
Regional System	
R20) Regional System Direct	$2,741
R21) Regional System Indirect	$11,548
R22) Regional System Operating Revenue Total	$14,289
Multicounty, Multitype	
R23) Multicounty, Multitype Direct	$0
R24) Multicounty, Multitype Indirect	$0
R25) Multicounty, Multitype Operating Revenue Total	$0
R26) Other Operating Direct	$2,836
R27) Other Operating Indirect	$2,448
R28) Other Operating Total	$5,284
R29) Total Regional; Multicounty, Multitype and Other Operating Revenue	$19,573
R30) Total Operating Revenue	$160,857

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question	Status
E01) Salaries & Wages	$85,371
E02) Employee Benefits	$12,318
E03) Total Personnel Costs	$97,689

COLLECTION EXPENDITURES

Question	Status
E04) Collection Expenditures Print Materials	$11,264
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	$510
E06) Collection Expenditures Electronic Materials Databases	$450
E07) Collection Expenditures Electronic Materials Other Electronic Materials	$1,927
E08) Collection Expenditures Electronic Materials Expenditures Total	$2,887
E09) Collection Expenditures Other Materials Audio& Video Physical Materials	$4,797

Question	Status
E10) Collection Expenditures Other Materials Other Physical Materials	$83
E11) Collection Expenditures Other Materials Expenditures Total	$4,880
Collection Expenditures Physical Materials Total	$16,144
E12) Total Collection Expenditures	$19,031

OTHER

Question	Status
E13) Other Operating Expenditures	$34,397
E14) Total Operating Expenditures	$151,117
E15) Expenditures Equal To or Less than Income?	Yes

CAPITAL REVENUE – DIRECT AND INDIRECT

Question	Status
LOCAL	
City	
R31) City Direct	$2,607
R32) City Indirect	$0
R33) City Capital Revenue Total	$2,607
County	
R34) County Direct	$0
R35) County Indirect	$0
R36) County Capital Revenue Total	$0
Other Local Government	
R37) Other Local Government Direct	$0
R38) Other Local Government Indirect	$0
R39) Other Local Government Capital Revenue Total	$0
R40) Total Local Government Capital Revenue	$2,607
STATE	
R41) Library Construction Grant	$0
R42) Other State Capital Revenue	$0
R43) Total State Government Capital Revenue	$0
FEDERAL	
R44) Federal Government Capital Revenue Library Services and Technology Act	$0
R45) Federal Capital Direct	$0
R46) Other Federal Indirect Capital Revenue	$0
R47) Total Federal Government Capital Revenue	$0
OTHER	
Regional System	
R48) Regional System Direct	$0
R49) Regional System Indirect	$0
R50) Regional System Capital Revenue Total	$0
Multicounty, Multitype	
R51) Multicounty, Multitype Direct	$0
R52) Multicounty, Multitype Indirect	$0
R53) Multicounty, Multitype Capital Revenue Total	$0
R54) Other Capital Direct	$0

Question	Status
R55) Other Capital Indirect	$4,686
R56) Other Capital Revenue Total	$4,686
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	$4,686
R58) Total Capital Revenue	$7,293

CAPITAL EXPENDITURES

Question	Status
EC01) Total Capital Expenditures	$7,293

IN-KIND OPERATING CONTRIBUTIONS

Question	Status
R59) In-Kind Operating Contributions City	$0
R60) In-Kind Operating Contributions County	$0
R61) In-Kind Operating Contributions All Other	$15,591
R62) Total In-Kind Operating Contributions	$15,591

IN-KIND EXPENDITURE AREAS

Question	Status
EKA01) Personnel	$300
EKA02) Collection	$585
EKA03) All Other Operating Expenditures	$14,706
EKA04) Total In-Kind Operating Contributions	$15,591

IN-KIND CAPITAL CONTRIBUTIONS

Question	Status
R63) In-Kind Capital Contributions City	$0
R64) In-Kind Capital Contributions County	$0
R65) In-Kind Capital Contributions All Other	$1,500
R67) Total In-Kind Capital Contributions	$1,500